

DEPARTMENTS OF
DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

30 June 2017

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #17-109
***** TEMPORARY POSITION *****

POSITION: Flight Operations Specialist (D0671000) (GS-2102-06/07/08) EXCEPTED POSITION

LOCATION: Deputy Chief of Staff, Aviation (DCSAV), AASF, Bangor, Maine

SALARY RANGE:

\$36,611 to \$47,598 per annum GS-06

\$40,684 to \$52,893 per annum GS-07

\$45,056 to \$58,570 per annum GS-08

CLOSING DATE: 24 July 2017

AREA OF CONSIDERATION:

AREA I: All permanent and indefinite Excepted Technicians in the Maine Army National Guard.

AREA II: All members for the Maine Army National Guard.

NOTE: Position is Temporary. End date to be determined by return of incumbent from deployment.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-06, GS-07 or GS-08 level. If filled at the GS-06 or GS-07 grade, the individual selected may be promoted to the next higher grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show how they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Experience, education, or training which provided the ability to interpret, explain, and/or apply a variety of regulations and procedures.

SPECIALIZED EXPERIENCE:

GS-06

Must have at least 9 months experience, education, or training involving verifying legal entitlements or official authorizations for travel, securing from carriers guides and timetables, information regarding schedules, fares, and availability of space accommodations.

1. Skill in maintaining files, records, charts, etc., that pertain to flight operations and training.
2. Skill in written and oral communication.
3. Knowledge of arranging transportation for or performing other actions in connection with movement of freight, passengers, or personal property by government or commercial means.

GS-07

Must have at least 12 months experience, education, or training obtaining and interpreting information. Experience applying directives and regulations governing transportation of personnel, cargo or freight. Experience verifying legal entitlements or official authorizations for travel, securing from carriers guides and timetables, information regarding schedules, fares, and availability of space accommodations.

1. Ability to plan, direct and manage a wide variety of air operations/management functions.
2. Ability to conduct pre-flight briefings and post-flight debriefings of aircrews.
3. Skill in processing, clearing and transmitting flight plans and flight progress messages.

GS-08

Must have at least 18 months experience, education, or training arranging and interpreting directives and regulations governing transportation of personnel, cargo or freight. Experience applying directives and regulations governing transportation of personnel, cargo or freight. Experience verifying legal entitlements or official authorizations for travel, securing from carriers

guides and timetables, information regarding schedules, fares, and availability of space accommodations. Experience planning and organizing the work of others.

1. Knowledge of technical support work in the areas of flight operations or air traffic control procedures.
2. Knowledge of and ability to interpret FAA regulations, DOD directives and other technical flight management information related to air operations.
3. Ability to plan, direct and manage a wide variety of air operations/management functions.
4. Skill in maintaining files, records, charts, etc., that pertain to flight operations and training.
5. Knowledge of procedures for initiating search and rescue for overdue aircraft and procedures for implementing the crash rescue plan in the event of an aircraft accident.

OTHER REQUIREMENT: If offered this position, individuals shall complete a pre-placement medical examination as dictated by job hazard. Employees in health hazardous areas are required to participate in the MEARNG Medical Surveillance Program. If the position requires an immediate fill, individuals selected shall complete a baseline medical exam as soon as possible or within 30 days or will be terminated from that position.

COMPATIBILITY CRITERIA: CMF: 15

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment

authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6019/COM (207) 430-6019 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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CARA E. MacVANE

SGT, MEARNG

Human Resources Specialist

(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in an Army Support Facility (AASF) or Army Aviation Flight Activity (AAFA). Its purpose is to conduct preflight briefings for pilots and provide in-flight advisory services. The AASF or AAFA provides flight services and mission briefings which are relatively small in number i.e. well below 75,000 and 25,000 respectively.

b. DUTIES AND RESPONSIBILITIES:

1. Conducts preflight pilot briefings in accordance with National Guard regulations and directives. Briefs pilots on mission, aircraft and flight plan. Briefs and provides pilots with information on mission restrictions; on-route navigational facilities and equipment, hazards and terrain; weather forecasts; notices to airmen (NOTAMS) and deviations to flight plans when required. Is responsible for assuring pilot and crew are qualified in aircraft to be flown and for type of mission to be performed. Is responsible for completion of risk analysis projection. Determines when flight requires higher level approving authority. As flight approving official, signs briefing documents upon completion of mission preflight briefings. Makes recommendations to pilot-in-charge when flights should not be attempted. Conducts post mission debriefs. Provides flight following services for all local and maintenance test flights. Responsible for direct voice communication with aviators in flight to transmit and receive information such as flight plan changes, weather advisories, NOTAMs, other aeronautical information and data affecting safety of flight.

2. Processes extended and local clearances, including examination for conformance with flight rules and regulations. Processes, clears and transmits flight plans and flight progress messages to appropriate agencies (FSS, ACT tower, ARTCC) which may require use of service B equipment. Responsible for initiating search and rescue for overdue aircraft and implementing the crash rescue plan in the event of an aircraft accident.

3. Prepares, maintains and files records, charts, graphs, and reports allied to flight operations and flight training activities such as aircraft utilization reports, aircrew information reports, individual flight records, notice to airmen (NOTAM) file and airfield data. Compiles and summarizes reports for analysis through the use of a computer system and peripheral equipment. Maintains and accounts for aircrew training records, medical recommendations, aeronautical orders, physiological training, and aviation service data. Maintains arrival and dispatch records for inbound and outbound aircraft. Schedules and dispatches assigned aircraft and aircrews. Serves as the Synthetic Flight Training System (SFTS) coordinator by scheduling and providing necessary administrative support for aviator training.

4. Maintains current file of aircraft flying regulations and navigational information such as radio facility charts, instrument approach procedure charts, aeronautical charts, Airman's Information Manual (AIM), airport directory, location identifiers, ATC procedures manual and Army Flight Information Publications.

5. Supervises on-the-job training of unit flight operations personnel performing equivalent training or accomplishing a split unit training assembly at the facility.

6. Performs other duties as assigned.